

SALARY AND BENEFITS

The Superintendent of Street/Storm Maintenance annual salary is normally appointed at 85% of Control Point, which is approximately \$98,532. Hiring above that amount may be considered, based on qualifications and years of experience, up to the normal top of the range Control Point of \$127,512 Merit progression above the hiring salary is awarded at the discretion of the City Manager based on outstanding performance. A variety of benefits are available to management employees, including:

Vacation: Completion of 1 to 4 years service - 10 working days vacation per year; completion of 5 to 9 years - 15 working days per year; completion of 10 or more years - 21 working days per year.

Sick Leave: 12 days paid sick leave per year, and a provision for partial cash pay-out of accumulated sick leave upon retirement with 15 or more years' service.

Management Leave: 64 hours per calendar year.

Other Paid Leave: 13 paid holidays per year.

PERS Retirement Plan: California Public Employees' Retirement System (2.7% @55) integrated with Social Security.

Group Insurance: Choice of medical insurance plans is provided through PERS Health Insurance Program. Employees electing health coverage above the Kaiser single rate would be required to pay the premium pre-tax from salary. Dental coverage, long-term disability insurance and \$50,000 basic life insurance are provided. \$700 per year is available for unreimbursed medical expenses or professional development.

Other Benefits: Section 125 Flexible Benefit Plan; Retiree Medical Reimbursement Program for employees who retire from the City with at least ten years of service, and automobile allowance.

APPLICATION AND SELECTION

To receive first consideration for the screening process, the Human Resources Department must receive completed resume packets no later than 5:00 p.m., Wednesday, October 15, 2008. Resume Packets must include a "Letter of Interest and Intent", salary history, current fringe benefits and a detailed resume. You may send resume packets by mail, FAX to (408) 247-5627 or E-mail to humanresources@santaclaraca.gov

Those with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the selection process by contacting the Human Resources Department at (408) 615-2080, or for those who are hearing impaired, call TTY (408) 984-3042.

Only those applicants who show the best combination of qualifications in relation to the requirements and duties of the position will be invited to participate in an oral interview.

Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, workers compensation, academic and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.

Additional information is available from:
City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov

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AN EQUAL OPPORTUNITY EMPLOYER

The information contained herein is subject to change and does not constitute either an expressed or implied contract

The City of Santa Clara



Invites Applications
for the position of

SUPERINTENDENT OF STREET/STORM MAINTENANCE

STREET DEPARTMENT

Preferred Filing Date:
Wednesday, October 15, 2008



THE CITY OF SANTA CLARA

Located in Silicon Valley, Santa Clara promotes a high quality of life and strong economic climate for a population of 115,503 residents. Within the city limits are included attractive residential and vigorous industrial areas, beautiful parks, and excellent schools.

Santa Clara is the home of Mission Santa Clara, Santa Clara University, Mission College and California's Great America theme park. Santa Clara is a Charter City with a Council/Manager form of government. The city is a full service city with an annual budget of approximately \$556.2 million.

THE DEPARTMENT

The Street Department maintains the citywide public works infrastructure, which includes over 249 miles of streets, 414 miles of sidewalks, 138 miles of storm sewers, and 21 storm water pumping stations. The Department has been honored for its award winning pavement maintenance management program (top rated in the Bay Area with an 84 PCI average index over the most recent 5 year period). The Street Maintenance, Traffic Maintenance, and Storm Drain Divisions retain 36 full time employees, and have a combined annual capital and operational expenditures of over \$6.3 million. Quality, timeliness, responsiveness, and efficiency are key to all the services the Department provides.

THE POSITION

This is a management position in the Unclassified Service. Under the general direction of the Director of Streets and Automotive Services, the position will be responsible for administering and supervising the Street Maintenance and Storm Drainage Divisions of the Street Department. An incumbent in this class exercises independent judgment and discretion; manages, controls and directs employees and contractors; and formulated policies for the effective use of assigned departmental personnel.

As a member of the City's Unclassified Service, this is an "at will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

EDUCATION AND EXPERIENCE

- Education and experience equivalent to an associate science degree in engineering, construction management or related field, and
- Five years of increasingly responsible and varied experience involving street, traffic or storm drainage maintenance and construction or acceptable alternative public works maintenance or construction experience, at least two years of which shall have been in a supervisory capacity.
Possible Substitutions:
- Graduation from college with a bachelors degree in civil engineering, construction management, or related field, and
- Three years of acceptable experience, at least one of which shall have been in a supervisory capacity.
Desirable Qualifications:
- An advanced degree in public administration, business administration, engineering, or management is desirable; and
- Possession of or the ability to obtain a valid certificate of registration from the State of California in civil engineering is desirable.

LICENSE

Possession of a valid California Class C driver's license is required at time of application and for the duration of employment.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles, practices, methods, tools, materials and equipment used in the maintenance and construction of streets, traffic safety signage and striping, storm drainage facilities, pump stations, curbs, gutters and sidewalks;
- Contract basis and preparation;
- Principles and practices of budgeting, communications, information technology, project management, performance standards, records management and the use of resources to achieve outcomes and expectation;
- Principles and practices of construction and contract management;
- Principles and practices of human resources

and public administration;

- Effective leadership, organization and management principles and practices; and
- Principles of management, supervision, training and performance evaluation.

Ability to:

- Plan, organize, direct, and coordinate organization activities and effectively manage the work of others in order to operate the division;
- Build constructive relationships by promoting and developing effective partnerships with other departments, employees, City bargaining units, citizens, contractors and the general public;
- Establish clear goals and objectives in order to create an organization that delivers excellent customer service through ethical leadership standards, establishes an atmosphere of respect for employees consistent with the City's Code of Ethics and Values;
- Analyze and prepare sound recommendations for the solution of difficult problems;
- Speak and write effectively.
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, lift or any other physical requirement as necessitated by the position to perform assigned duties

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction:

- Plans, assigns and manages the work of assigned personnel in the maintenance, construction, inspection and evaluation of streets and storm drainage facilities;
- May manage the non-point source control program activities;
- Manages various permits and agreements;
- Assists in the planning and design of major street projects;
- Administers contracted construction and maintenance of streets, sidewalks, curbs and gutters, traffic safety signage and striping, and storm drainage facilities and pump stations;

- Prepares and administers the annual division budget;
- Evaluates the performance of assigned personnel;
- Conducts training and development programs for assigned personnel; and
- Performs related work as required.

SUPERVISION RECEIVED

Works under the supervision of the Director of Streets and Automotive Services, or other manager as assigned.

SUPERVISION EXERCISED

Manages personnel engaged in street maintenance, traffic maintenance, storm drain maintenance, sidewalk and storm system activities, and other department personnel as assigned.

SPECIAL CONDITIONS

May be required to work unusual hours and to be available on an "on-call" basis.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.